

ROLL NUMBER: P25701125**Pooja Pravin Amin**

Female

DOB

19-Jun-2000

TECHNICAL SKILLS

- AutoCAD
- MS Office
- MS Project
- Primavera
- Archicad
- Lumion
- Revit
- Photoshop

PERMANENT ADDRESS

401/B9, Brahmand Complex PHASE
3, Azad Nagar, Opp Orchid
International School, Thane (W)
City: Thane
State: Maharashtra
Pincode: 400607

LANGUAGE

- ENGLISH
- HINDI
- MARATHI

SUMMARY OF QUALIFICATION

Course / Programme	Board / University Name	CGPA/ (%)	Passing Year
MBA-APM	NICMAR University, Pune	9.49	2027
Graduation	DR. DY PATIL COLLEGE OF ARCHITECTURE, NAVI MUMBAI	68.53	2023-Apr
Intermediate	MAHARASHTRA STATE BOARD OF SECONDARY AND HIGHER SECONDARY EDUCATION, PUNE	68.92	2018-Feb
High School	MAHARASHTRA STATE BOARD OF SECONDARY AND HIGHER SECONDARY EDUCATION, PUNE	74.2	2016-Mar

WORK EXPERIENCE (1 Year 5 Months)**GA Design**

15-Jan-2024 - 13-Jun-2025

1 Years, 4 Months, 29 Days**PROFILE:** Junior Architect**Architectural Design and Site Coordinator**

Worked as a Junior Architect supporting architectural design development and on-site execution, with specific involvement in interior fit-out coordination, technical documentation, material evaluation, and compliance with architectural drawings and specifications.

Key Responsibilities:**1. Architectural Design Support & Documentation**

- **Analysed** architectural and interior design briefs to assist in preparing coordinated design documentation, presentation booklets, and execution drawings.
- **Prepared** and organised drawing sets, artwork references, and specification documents to support interior fit-out alignment with architectural intent.
- **Reviewed** drawings and schedules from design consultants to ensure accuracy, consistency, and compliance with approved layouts and standards.

2. Consultant, Vendor & Site Coordination

- **Coordinated** with interior designers, external design studios, and consultants to integrate interior packages within architectural and site constraints.
- **Managed** routine coordination between vendors, site engineers, contractors, and internal teams during execution and installation phases.
- **Assisted** in procurement coordination and technical review of items such as seating systems, lighting fixtures, carpets, and finish materials.

3. Materials Review & Quality Compliance

- **Evaluated** material samples, finishes, and shop drawings to ensure compliance with architectural specifications, quality benchmarks, and site conditions.
- **Maintained** material approval trackers, drawings registers, and coordination logs to support timely execution and procurement planning.
- **Conducted** site-level checks to verify material quality and design compatibility across multiple ongoing interior packages.

4. Reporting, Compliance & Professional Communication

- **Prepared** progress updates, coordination notes, and documentation for internal reviews and senior architect reporting.
- **Participated** in coordination and stakeholder meetings to review execution progress, identify clashes, and track resolution actions.
- **Ensured** accurate communication of design clarifications, scope updates, and revisions in line with architectural approvals.

INTERNSHIP / PROFESSIONAL TRAINING (Total Duration: 16 Weeks)**SAAKAAR ARCHITECTS**

19-Dec-2021 - 13-Apr-2022

16 Weeks**PROFILE:** Junior Architect**1. Design Development & Project Execution**

- **Developed** residential and commercial design layouts for 5+ project proposals.
- **Executed** complete interior design implementation for residential flat project.
- **Collaborated** with senior architects on design development and client requirements.

2. 3D Modeling & Technical Visualisation

- **Created** detailed 3D models and photorealistic renderings for interior/exterior spaces.
- **Generated 3D** visualisations for client presentations and design approvals.
- **Produced** technical drawings and 3D models for architectural documentation.

3. Cost Estimation & Documentation

- **Prepared** Bills of Quantities (BOQ) and project quotations for clients and contractors.
- **Drafted** project specifications, material schedules, and cost estimates.
- **Analyzed** material requirements and coordinated with suppliers for cost optimization.

4. Technical Proficiency

- **Utilized** CAD software and 3D modeling tools for technical drawings and layouts.
- **Applied** architectural design principles in space planning and functionality.
- **Maintained** accurate project records and supported design team workflows.

CERTIFICATION DETAIL

- Business Communication Essential by IIM Bangalore
- ISO Certified Software Training Course(S) for Revit, Rhino, Grasshopper, Lumion
- Career in Set Design
- Architecture Illustration

ACHIEVEMENT DETAIL

Served as **Alumni Head** of the Student Council (2020-2021) at Dr. D.Y.Patil College of Architecture, driving initiatives to connect students with alumni, organising high-impact events and strengthening the college's professional network.